



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE INSURANCE COMPLIANCE OFFICER (AICO)

\$4,467 - \$5,431

FIELD CLAIMS BUREAU

LOS ANGELES

RESPONSIBILITIES: Associate Insurance Compliance Officers will investigate, evaluate, and review insurance company claims handling procedures, policy forms, and claim files during the course of conducting field claims examinations. The incumbent's objective is to determine if the insurers' practices are appropriate, in accordance with the contract, in compliance with the California Insurance Code and other statutes, and to document violations and actions taken to correct non-compliant activities. The incumbent will either serve alone, as a team leader, or as a full team member (sharing equal responsibility) during field claims examinations; and perform other related duties as required. *Travel in and out of the State to job sites is required.*

DESIRABLE QUALIFICATIONS: Three years of experience in insurance claims adjusting; graduation from college with a bachelor's degree is highly desirable, however, experience will be accepted in place of the college degree on a year-for-year basis. Candidates must have knowledge of insurance practices and the Insurance Code, good computer skills, along with good analytical and verbal/written communication skills. *Willingness to travel is required.*

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Insurance Compliance Officer level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Elizabeth Garcia, Department of Insurance, Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "AICO, #413-342-8562-008" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

FINAL FILING DATE: June 25, 2007 or Until Filled

NOTE: Interested individuals must submit applications in order to be considered for this position.

eg06/15/07

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.